



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Toxics Use Reduction Program  
**Instructions for Certification and Re-certification  
General Practice Toxics Use Reduction Planner  
BWP-TU01 & BWP-TU03**

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*General Practice (GP)*  
**Toxics Use Reduction Planner  
Certification Instructions**

The Massachusetts Department of Environmental Protection (MassDEP) certifies Toxics Use Reduction (TUR) Planners. Once certified by MassDEP, TUR Planners may certify toxics use reduction plans for companies that are required to report under the Massachusetts Toxics Use Reduction Act (TURA) and 310 CMR 50.00. TUR Planners may apply for General Practice (GP) certification or a Limited Practice (LP) certification. These instructions are for a GP certification.

GP planners may certify plans for any facility. To apply for certification or re-certification as a GP TUR Planner, the applicant must do the following:

**Checklist for General Practice Toxics Use Reduction Planner**

- ☐ Complete the *Certification or Recertification Application Form for a General Practice Toxics Use Reduction Planner (BWP - TU 01 & BWP - TU 03)*. This form can be found on the MassDEP's website: [www.mass.gov/dep/toxics/approvals/turforms.htm#cert](http://www.mass.gov/dep/toxics/approvals/turforms.htm#cert)
- ☐ Receive a *Transmittal Number* and fill out the *Transmittal Form* (found on MassDEP's website: [mass.gov/dep/service/online/trasmfrm.shtml](http://mass.gov/dep/service/online/trasmfrm.shtml)). The transmittal number allows the applicant to apply for a permit. The number should be placed in the upper right hand corner of the application.
- ☐ Make and keep a copy of the Application and the Transmittal Form for your records.
- ☐ Mail the original Application, the appropriate fee, and the original Transmittal Form to MassDEP. **Please note:** the application and fee are sent to two different addresses.

These instructions provide additional guidance on the following topics:

- I. Application Instructions for Certification or Re-certification for a GP TUR Planner
  - II. Transmittal Number and Form For Permit Application
  - III. Certification Fees
  - IV. Mailing the Application
  - V. Certification and Re-certification Review
  - VI. Questions
- I. For more information on Toxics Use Reduction Planners, visit:  
[www.mass.gov/dep/toxics/tura/planners.htm](http://www.mass.gov/dep/toxics/tura/planners.htm)



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**APPLICATION INSTRUCTIONS FOR CERTIFICATION OR RE-CERTIFICATION FOR A  
GENERAL PRACTICE TUR PLANNER.**

Applicants seeking certification or re-certification as a GP TUR Planner should submit to MassDEP a completed *Application for Certification or Re-certification of a General Practice Toxics Use Reduction Planner* found at [www.mass.gov/dep/toxics/approvals/turforms.htm#cert](http://www.mass.gov/dep/toxics/approvals/turforms.htm#cert).

- For Initial Certification as a GP TUR Planner – complete sections A, B, C, D, and H.
- For Re-certification as a GP TUR Planner – complete sections A, B, C, E, and H.
- For Certification to sign Environmental Management Systems or Resource Conservation Plans – complete sections F and/or G.

**Section A: Certification Information**

Applicants must indicate the type of certification being requested:

1. Indicate whether applying for certification or re-certification as a GP TUR Planner.
2. Indicate whether applying for certification to sign an Environmental Management System and/or Resource Conservation Plan.

**Section B: Applicant Information**

Applicants must provide general information about themselves and the company they plan to certify plans for.

**Section C: Certification Statement**

Applicants must sign and date the statement testifying to an honest and good faith effort to supply truthful information.

**Section D: Information for General Practice Certification**

**1. *Employment Experience***

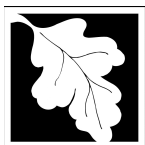
Applicants must provide specific information on their employment experience and/or educational experience (if substituting for partial employment experience).

a. *Employment Experience:*

The applicant must provide current and past employment history demonstrating the applicant has seven (7) years of work experience in the fields listed in the application. MassDEP may, at its discretion, allow work experience in areas other than those listed to count toward the required work experience IF the applicant demonstrates that the experience is related to the skills and knowledge a TUR Planner must possess. Use the following as guidance on how to calculate years of employment experience:

*For individuals whose job responsibilities include the routine use of the skills needed to perform or evaluate the requisite analyses, the seven (7) years experience is gained if they worked at such a job full-time (at least 37.5 hours /week) for 7 years. Note that it is not necessary for the applicant's work to be limited to these activities. All that is required is that the activities be routinely conducted. Part-time work of this nature should be pro-rated. For example, someone who worked 17.5 hours/week would have to work at the job for 14 years.*

*For individuals whose primary job responsibilities do NOT include the routine use of the skills needed to develop or evaluate a TUR plan, the seven (7) years of experience is gained if they*



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have worked for a total of 7 years on projects in which they used skills needed to perform or evaluate the requisite analyses.

*Part-time work* is also pro-rated if the person always worked part-time. The elapsed time should be pro-rated, so the applicant would need a total of 48 months.

b. **Educational Substitution:**

The applicant may substitute up to five (5) years of the required seven (7) years of employment experience. **If you are not seeking educational substitution, this section is optional.**

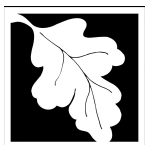
- i. Indicate if you are seeking educational substitution for work experience.
- ii. Indicate the number of years you are seeking to substitute.
- iii. List the educational information requested, including whether you have obtained a certificate or degree. See text box below for a list of acceptable educational substitutions. If the degree or certificate is not one of the fields described below, the applicant may explain why the education is relevant. The regulations allow MassDEP to accept, at its discretion, other education as a substitute for the required work experience, provided that the applicant can show that the education is relevant.

| <b>List of Acceptable Educational Substitutions<br/>(See 310 CMR 50.52 (3))</b>                                                                                             | <b>Number of<br/>years<br/>needed</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Vocational or Technical Certificate:                                                                                                                                        | 1 year                                |
| Associate Degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):           | 2 years                               |
| Bachelor's Degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or biology, chemistry or physics)              | 4 years                               |
| Bachelor's Degree with a concentration or major <u>indirectly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):        | 3 years                               |
| Master or Doctorate Degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics): | 5 years                               |
| Master or Doctorate Degree with a concentration or major <u>indirectly</u> related to the work experience set forth in the regulations                                      | 4 years                               |

## **2. Toxics Use Reduction Planner Exam Certification**

Applicants must complete the Toxics Use Reduction Planner Course developed by the Toxics Use Reduction Institute at the University of Massachusetts Lowell and pass the TUR Planner Examination given by MassDEP.

- a. Give date and location of the toxics use reduction planner certification course you took.
- b. Attach a copy of your TUR Planner course certificate to the application.
- c. Give date and location where you took the MassDEP TUR Planner exam.
- d. Attach a copy of the letter from MassDEP verifying that you passed the TUR Planner exam.



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**Section E: Information for General Practice Re-Certification**

TUR Planners must become re-certified every two (2) years by completing a specific amount of continuing education credits in “toxics use reduction activities” over a two-year period. Generally, one (1) hour spent in a continuing education activity equals one (1) continuing education credit. Activities approved by MassDEP for the purposes of re-certification include seminars or any other educational or professional programs relating to TUR sponsored by MassDEP or the Office of Technical Assistance and Technology, the Toxics Use Reduction Institute, the U.S. Environmental Protection Agency, or other organizations.

Indicate if applying for first time re-certification or subsequent re-certification credits using the following table:

| Certification Type                  | Number of Credits Needed |
|-------------------------------------|--------------------------|
| First Recertification               | 30 credits               |
| Second, Third, Etc. Recertification | 24 credits               |

Provide additional information on the continuing education activities. This includes activity, dates attended, hours in attendance, brief description of the activity and number of re-certification credits you are seeking.

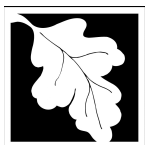
**Re-Certification Credit Guidance:**

In order to be approved for re-certification, credits must fall into, and abide by, the following categories:

1. Education and training focused on the toxics use reduction planning process as defined by 310 CMR 50.51(2) (toxics use reduction training shall not include the Toxics Use Reduction Planner Course offered by the Toxics Use Reduction Institute when taken by a TUR Planner as a requirement for certification or the development of a Toxic Use Reduction Plan); or
2. Education and training focused on other environmental laws or regulations, or laws or regulations pertaining to worker health or safety (e.g. wastewater treatment, hazardous waste management, air emissions, surface water runoff, industrial hygiene, hazard communication), except that such education may not count for more than four (4) credits during any 2-year period; or
3. Professional activities related to TUR may, at MassDEP’s discretion, count toward up to eight (8) credits and include, but are not limited to:
  - Presenting or publishing papers;
  - Teaching;
  - Participation in professional or trade associations;
  - Mentoring, being mentored, special projects and “pro-bono” work with communities (the applicant is required to submit a proposal to MassDEP for review and approval); or
  - Participation in advisory committees for governmental agencies

**Other Credit Information**

- *Double Credits:* Programs or topics that are “especially relevant or important to the responsibilities of TUR Planners,” as approved by MassDEP may be counted up to a maximum of 2 credits per course hour (i.e., “double credit”).
- *Topics not considered TUR training:* Topics in pollution treatment or control DO NOT count toward the coursework required under “toxics use reduction training”, but may be eligible for



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credit under "other environmental laws or regulations, or laws or regulations pertaining to worker health or safety". (4 credit maximum)

The TURA Program agencies are the primary sponsors of continuing education activities:

- Massachusetts Toxics Use Reduction Institute at UMass, Lowell ([www.turi.org/](http://www.turi.org/))
- Massachusetts Office of Technical Assistance and Technology ([www.mass.gov/envir/ota](http://www.mass.gov/envir/ota))
- Massachusetts Department of Environmental Protection ([www.mass.gov/dep/toxics/toxicsus.htm](http://www.mass.gov/dep/toxics/toxicsus.htm))

#### **Section F. Environmental Management System Certification**

Applicants seeking to certify EMSs must demonstrate that they have training in EMSs (for more information on EMS certification requirements see MassDEP's the Environmental Management System Guidance under the Toxics Use Reduction Act at [www.mass.gov/dep/toxics/laws/policies.htm](http://www.mass.gov/dep/toxics/laws/policies.htm)):

1. Indicating that they are accredited or certified under a recognized Environmental Management System Standard (e.g., ISO 14001, Responsible Care®) OR
2. Demonstrating 16 hours of continuing education credits in EMS and providing information on the courses, seminars, or other educational or professional programs or activities necessary to support a request for continuing education credits. This is a one-time credit requirement; no additional EMS credits are required for future recertifications. These credits do not change the total number of credits needed in Section E.

#### **Section G. Resource Conservation Plan Certification**

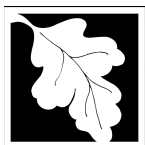
Applicants seeking to certify Resource Conservation Plans must demonstrate that they have completed continuing education credits by identifying the courses, seminars, or other educational or professional programs or activities necessary to support a request for Resource Conservation certification.

- Twelve (12) continuing education credits are required for the first certification. At least six (6) of the 12 credits must be in applying TUR planning methods to Resource Conservation Planning. The remaining credits must be related to any of the following assets: energy, water, materials found in solid waste, and/or toxics in articles and products.
- These credits do not change the total number of credits needed in Section E.
- No Resource Conservation planning credits are needed to certify Resource Conservation plans that focus on toxics substances used below threshold amounts or chemical substances exempt from TURA reporting.
- Nine (9) continuing education credits are required every 4 years thereafter for subsequent re-certification, including three (3) credits in each of the following areas: energy, water and materials found in solid waste.

For more information on Resource Conservation Planning, see MassDEP's Resource Conservation Planning Guidance at: [www.mass.gov/dep/toxics/laws/policies.htm](http://www.mass.gov/dep/toxics/laws/policies.htm)

#### **Section H. Supporting Documentation**

Applicants must provide documentation verifying the applicant's attendance at the continuing education activities listed in sections E, F and G. Such documentation should describe the course or events and the hours in attendance, (e.g., course syllabus or event itinerary and a copy of the sign-up sheet or a certificate of completion).



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**Section I. Continuing Education Pre-Approval**

If you would like prior approval of continuing education activities, complete and submit the "Continuing Education Credit Application" located at [www.mass.gov/dep/toxics/approvals/turforms.htm](http://www.mass.gov/dep/toxics/approvals/turforms.htm).

If MassDEP does not approve a continuing education activity in TUR Planner Re-certification Application, MassDEP may, at its discretion, extend a TUR Planner's Certification Period. The affected TUR Planner may remain certified while attending another activity to be used for re-certification purposes, in place of the disapproved activity. See Section V below for additional information on certification and re-certification application review.

**II. TRANSMITTAL NUMBER AND FORM FOR PERMIT APPLICATION**

Certification and re-certification as a TUR Planner is done through the MassDEP Permitting process, so a Transmittal Form for Permit Application and Payment with a Transmittal Number must accompany the certification application and fee. The transmittal number and "*Transmittal Form*" are available from MassDEP's web site at [www.mass.gov/dep/service/online/trasmfrm.shtml](http://www.mass.gov/dep/service/online/trasmfrm.shtml) or you can call MassDEP at 617-292-5541.

The transmittal number is generated by a counter on the MassDEP web site and is a unique identifier for transmitting and processing permit applications. A new transmittal number is needed each time you re-certify.

Once the form is completed, make two (2) copies; the original must accompany the application, a copy must accompany the fee payment and a copy should be kept for your records. **Please note:** the application and fee must be sent to two different addresses, (see below).

**III. APPLICATION FEES**

The appropriate application fee noted below must be submitted to MassDEP for TUR Planner Certification/Re-certification (there are no additional fees associated with certifying an EMS and/or Resource Conservation Plan).

|                       |       |
|-----------------------|-------|
| Initial Certification | \$500 |
| Re-certification      | \$250 |

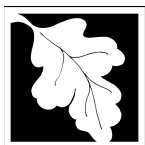
Please mail the application fee (check) along with a copy of the "Transmittal Form" to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, Massachusetts 02211

**IV. MAILING THE APPLICATION**

Please send the completed TUR Planner Certification or Re-certification Application along with a copy of the Transmittal Form to:

Department of Environmental Protection  
TUR Planner Certification Program  
1 Winter Street  
Boston, MA 02108



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Re-certification Applications must be received by MassDEP prior to the expiration of the applicant's Initial Certification or current Re-certification period. The applicant will remain certified as a GP TUR Planner until MassDEP reaches a final decision on the TUR Planner's application and notifies the applicant. Failure to follow this procedure will result in an expiration of the TUR Planner's certification and may subject the TUR Planner to disciplinary proceedings.

#### **V. CERTIFICATION AND RE-CERTIFICATION APPLICATION REVIEW**

Normally, the application review process does not take more than three (3) weeks, assuming the application is filled out correctly and contains all the necessary supporting documentation and the appropriate fee is paid.

Following the review, MassDEP will issue a written decision granting or denying certification. Certification shall be granted for a two (2) year period beginning as of the date of the written decision granting certification. A decision denying certification will state the grounds for such denial and, if applicable, specify conditions that the applicant must fulfill in order to be certified. A TUR Planner whose certification application is denied may request an adjudicatory hearing in accordance with M.G.L. c. 30A and 310 CMR 50.60. In addition, MassDEP reserves the right to deny certification to any TUR Planner found by MassDEP to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities as set forth in 310 CMR 50.00.

##### ***Re-certification Determination Criteria:***

1. Courses "approved by the Department" for the purposes of re-certification include courses, seminars, or any other educational or professional programs relating to TUR sponsored by MassDEP, the Office of Technical Assistance and Technology, the Toxics Use Reduction Institute, the U.S. Environmental Protection Agency, or other organizations. Any applicant who has questions regarding the applicability of an activity for re-certification purposes may receive a written credit determination by filling out and submitting the *Continuing Education Credit Application* (see Section I above for additional information).
2. Generally, one (1) hour spent in a continuing education activity equals one (1) re-certification credit. MassDEP may, at its discretion, specify that one hour of time spent in a specific continuing education activity shall equal more than one credit. A specific continuing education activity can count up to two (2) credits, if MassDEP determines that a particular course, seminar, or other program, or a particular subject, is especially relevant or important to the responsibilities of TUR Planners.
3. If MassDEP does not approve a continuing education activity upon submission of a TUR Planner Re-certification Application, MassDEP may, at its discretion, extend a TUR Planner's Certification Period. The affected TUR Planner may remain certified while attending another activity to be used for re-certification purposes, in place of the disapproved activity.
4. Topics on pollution treatment or control DO NOT count toward the coursework required under "toxics use reduction activities", but may be eligible for credit under "other environmental laws or regulations, or laws or regulations pertaining to worker health or safety". (4 credit maximum)
5. MassDEP reserves the right to deny re-certification to any TUR Planner found by MassDEP to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities set forth in 310 CMR 50.00.



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**VI. QUESTIONS**

Please contact David Minucci in the TUR Planner Certification Program at 617-292-5541 with any questions you may have concerning re-certification.